



ASSISTANT CONTROLLER

Who are we?

Greystone Energy Systems Inc. is internationally recognized as one of the largest ISO registered manufacturers of HVAC sensors and transducers for Building Automation Management Systems. Headquartered in Moncton, with a global presence, the sales team is located in Canada, USA, Middle East, India, Singapore and Malaysia. Greystone Energy Systems is strongly committed to innovation, quality and environmental sustainability; always striving to exceed clients' expectations. Greystone is an equal opportunity employer that values diversity and inclusivity and encourages applicants from all backgrounds to apply.

Why choose Greystone Energy Systems?

- A full range of Health Benefits (shared costs)
- Participation in the Group RRSP plan, 100% employer match
- A telemedicine virtual healthcare service
- Employee and Family Assistance Program
- Opportunities for Skills Development
- Free Parking
- Daytime hours, Monday to Friday work Schedule
- Annual Performance Appraisals

Objective & Purpose

- This position is responsible for the day-to-day accounting and cash management of Greystone Energy Systems.
- This position is also responsible for the accuracy of the monthly and annual financial statements as well as all supplementary internal and external reporting (with final review by Controller or VP Finance).
- To assist Controller in preparing different financial reports, statements and analysis. Also to provide support in the daily activities of finance.

Principle Duties & Responsibilities

- Take a leadership role with the accounting team responsible for the full accounting cycle including A/P, A/R, collections, general ledger, cost recovery and payroll posting
- Post and maintain general, recurring, and standard journals including payroll journals.
- Approve general ledger coding of accounts payable invoices.
- Update cashbook module of Syspro ERP system with daily banking transactions identified on RBC transaction reports
- Reconcile bank accounts on daily and monthly basis. Reconcile various GL accounts monthly.
- Maintain fixed assets records and perform review and posting of monthly depreciation.
- Assist in the budget (and forecast) process and ensures objectives are achieved by scheduling expenditures reviews, analyzing variances and initiating corrective actions
- Manage reconciliation of affiliated companies with parent company.
- Perform month-end closing of Syspro modules on the last business day of the month.

- Assist in development of new forecasting model/KPIs/key ratios to meet needs of leadership team
- Investigate and correct (if necessary) any errors or anomalies discovered in variance accounts, GRN Suspense account.
- Submit various monthly reports/information to RBC, WorkSafe NB, Export Development Canada, CRA (HST & Corporate taxes), US state bodies (withholding taxes)
- Assist auditing firm with year-end audit where necessary.
- Assist Controller and/or VP Finance when necessary with various projects and financial model preparation and maintenance.
- Provide assistance to AR Manager and AP/Payroll Manager when necessary.
- Work with other departments as necessary to provide information and/or assist with investigations.
- Identify potential internal control and financial reporting issues and recommend solutions and improvements when appropriate.
- Additional duties as required.

Education, Training & Experience

- Completion of a bachelor's degree with a focus in accounting is preferred.
- CPA or working towards CPA designation is preferred.
- 3-5 years of experience, preferably in a manufacturing environment.

Skills and Competency Requirements

- Ability to work under time constraints to ensure deadlines are met
- Proficient with Microsoft Office (advanced Excel required)
- Knowledge of Syspro ERP system would be an asset
- Understanding of generally accepted accounting and financial management principles
- Strong attention to details
- Ability to meet deadlines and deal with issues in a diplomatic and positive manner
- Excellent oral and written communication skills
- Strong time management skills
- Strong analysis and problem-solving skills
- Strong internal/external communication and customer service skills
- Self-motivated; capable of leading accounting function in the absence of the Controller
- Natural curiosity and willingness to learn new skills
- Flexible and adaptable to constantly changing needs within the organization in a fast-paced environment

Only those who will be considered for the next step of the application process will be contacted.

Please email resume and cover letter to Jodi Mattatall at mattatall.j@greystoneenergy.com